

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Formal Complaint Regarding [Issue]

I hope this letter finds you well. I am writing to formally express my dissatisfaction regarding [describe the issue briefly] that occurred on [date of the incident].

[Provide detailed description of the issue, including any relevant information such as receipt numbers, dates, and previous communications]. Despite my attempts to resolve the matter by [mention any previous attempts, such as calls or emails], I have not received a satisfactory response or resolution.

I request that you address this issue promptly and provide a solution by [provide a specific timeframe].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]